

Kansas City Composite Squadron Position Policies

SQUADRON CADET ACTIVITIES OFFICER (CSA)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Public Affairs Officer

Plans and conducts interesting and challenging activities for CAP cadets, to include but not limited to:

- Field trips
- Participating in emergency services exercises
- Sports competitions
- Social functions
- Community betterment projects
- Coordinate with Unit Commander semi-annual awards ceremonies – location and decoration planning utilizing parents and senior members to assist
- Aerospace education activities (in coordination with aerospace education officer)
- Progress towards the Master skill level in Cadet Programs
- Review and comply with all relevant National, Wing and Squadron Policies
- The squadron activities officer should be familiar with CAP directives in the 50, 76, 160, and 900 series